Utah State Library Division

2006 Annual Report of Public Library Services

General Instructions for Data Collection & Reporting

The Utah State Library annually collects statistical data from all the state's public libraries for two purposes:

- To report data on Utah's public libraries for the annual report of Utah public library service; and
- To report data on Utah's public library services to the Federal-State Cooperative System for Public Library Data (FSCS).

When reporting your data please follow these guidelines:

- The data to be reported is for the 2006 fiscal year. For cities, the fiscal year runs from July 1, 2005 to June 30, 2006. For counties, it runs from January 1, 2006 to December 31, 2006.

- The blank *Data Collection Form* is particularly useful in the *Revenue and Expenditures* section (fields #64-132). It provides visual clues on the relationships between Local Funds and State/Federal Funds, and between Money Received and Money Spent. The grayed-out fields are for totals that will be calculated automatically by the Bibliostat Collect software. However, you may want to calculate your own totals for later verification.

- Where total annual figures are requested, please use figures for the entire fiscal year that is appropriate for your library. Where a simple count is requested, it should represent the count as of the end of the appropriate fiscal year.

- Adherence to definitions is important to ensure comparability of data among different libraries and states. Definitions for Utah data elements are based on the definitions established by the state representatives to FSCS.

- Estimates are important if exact data are not available. If an exact figure is not available for a particular item, but you know that the amount is greater than zero, enter an estimate of the amount if you would be comfortable using the estimate. If you are not comfortable with estimating, put "N/A." However, you should take into consideration that the FSCS program will generate any data you do not provide. They will use a complicated formula based on the data element in question, previous responses from you for that data element, and responses from other libraries similar to you. Remember that this data will be published and available to researchers and the general public.

- Enter "0" if the appropriate amount for an item is zero or none, and "N/A" if the figure is not available and you cannot estimate. (Example: Under *Programs*, if you did not have any children's programs, the answer is zero. If you had some children's programs but did not keep track of how many, the answer is N/A, if you do not estimate. Please note that all fields must be filled in prior to submitting the report.

- The population given for your library service area (noted on the *Fact Sheet* from the Utah State Library Division) is based on the latest U.S. Census Bureau subcounty population estimates. Please use that

figure. If new estimates are available prior to submitting the survey to FSCS, the State Library will publish the updated figures.

- Note that the following fields in the *Revenue and Expenditures* sections must match each other:
    1. Field #112 MUST match Field #127.
    2. Field #113 MUST match Field #131.
    3. Field #114 MUST match Field #132.

- If *Bibliostat Collect* questions the validity of a given entry, it will show an Edit Check. Please double-check that particular entry and correct it if necessary. If the figure you are reporting is correct (despite the Edit Check) please insert a "Federal Note" explaining why your figure is correct. To enter a note, use the "Notes" icon to the right of the data entry field.

- When you are done entering all data into the survey, go to the "Status and Printing" menu and click on all 4 views to verify that the survey is ready for submission. This step will ensure that there are no fields left blank, no flags are showing, and all edit checks have been reviewed and a Federal note has been added.

- A copy of the *Data Collection Form*, *Date Elements Definitions*, and *General Instructions* can be found on the Utah State Library Statistics web page.
  http://library.utah.gov/library_services/statistics/index.htm

Changes in Data Elements and Definitions

There have been several additions, changes, and deletions this year. Please note those changes as detailed below, and read the new definitions carefully.

ADDITIONS	
Field Number	**Data Element Definition**
11	**County of the Entity** This is the county in which the reporting library is located.
27	**Library Director's appointment** Year when the Library Director was appointed.
28	**Library Director's formal education** This is the highest degree obtained by the Library Director. Select from the following options: (a) High School; (b) 2 Year College; (c) 4 Year College; and (d) Post Graduate.
29	**Library Director's salary** This is the range of the annual salary of the Library Director. Select from the following options: (a) Less than $20,000; (b) $20,000 - $29,000; (c) $30,000 - $39,000; (d) $40,000 - $49,000; (e) $50,000 - $59,000; (f) $60,000 or more.

ADDITIONS	
30	**Weekly hours worked by Library Director** This is the total number of hours the Library Director works in a week. For full-time Directors enter 40 hrs. For part-time Directors enter the actual number of contracted hours.
42	**Licensed Databases paid with local funds** The number of licensed databases the library has access to and paid from the library budget.
43	**Licensed Databases paid by the State Library** The number of licensed databases the library has access to and paid by the State Library.
44	**Licensed Databases paid by other cooperative agreements (or consortia)** The number of licensed databases the library has access to and paid by other cooperative agreements or through consortia.
61	**Number of Registered Borrowers** A registered borrower is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials and gain access to other library resources. Files should have been purged within the past three (3) years. Note: *Output Measures for Public Library Service to Children: A Manual of Standardized Procedures*, (ALA, 1992).
134	**Does the library offer wireless connection to the Internet to the public?** Answer "Yes" or "No.
137	**Number of patrons that used public Internet computers** Report the total number of individuals that have used Internet computers in the library during the last year. If the computer is used for multiple purposes (Internet access, word-processing, OPAC, etc.) and Internet users cannot be isolated, report all usage. A typical week or other reliable estimate may be used to determine the annual number. Sign-up forms or Web-log tracking software also may provide a reliable count of users.
140	**Annual cost for Internet connectivity** Amount the library pays for Internet connectivity per year.
141	**Name of Internet filtering software** Name of the software installed in the libraries computers to filter Internet content.
143	**Name of ILS (Integrated Library System)** Name of the software package used by the library to offer an electronic catalog, conduct circulation transactions, cataloging procedures, etc.
144	**Name of ILS Vendor** Name of the automation software developer or the company that supports the software.
146	**Difference between fields #123 and #132** Difference between Money Received This Fiscal Year (Local Funds) and Money Spent This Fiscal Year (Local Funds). Field #146 = field #123 – #132.

ADDITIONS	
147	**Difference between fields #112 and #127** Difference between Total Expenditures (Local Funds) and Money Spent This Fiscal Year (Total Local Funds). Field #147 = field #112 – #127.
148	**Difference between fields #113 and #131** Difference between Total Expenditures (State/Federal Funds) and Money Spent This Fiscal Year (Total State/Federal Funds). Field #148 = field #113 – #131.
149	**Difference between fields #114 and #132** Difference between Total Expenditures (Total Funds) and Money Spent This Fiscal Year (Total Funds). Field #149 = field #114 – #132.
150	**2006 Maintenance of Effort** Library expenditures during this fiscal year from local government funds (exclusive of capital outlay).
DELETIONS	
115	Source of Revenue – Carryover From Last FY – State Gov't Revenue
116	Source of Revenue – Carryover From Last FY – Federal LSTA Revenue
117	Source of Revenue – Carryover From Last FY – Other Federal Revenue
118	Source of Revenue – Carryover From Last FY – Total State/Fed Revenue